

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

Date: June 29, 2015

To: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

From: Laurie Panella, Chief Information Officer, DAS - Information Management Services Division (IMSD)
Prepared by Nicholas Wojciechowski, IMSD Chief Technology Officer

Subject: Report from the Chief Information Officer, Information Management Services Division (IMSD), on a professional service contract under \$300,000 with Excipio Consulting

Issue

The Department of Administrative Services – Information Management Services Division (IMSD) respectfully requests the referral of this professional service agreement to the Committee on Finance, Personnel and Audit as a passive review item.

Pursuant to §59.52(31)(b)(1), Stats., the County Executive signs the agreement authorizing IMSD to execute a contract with Excipio Consulting in a not-to-exceed amount of \$295,000. This agreement will take effect unless the Committee takes action to reject or affirm the contract within 14 days of the memorandum.

Background

IMSD's 2015 Capital Improvements Budget includes an appropriation of \$650,000 plus a carryover of \$224,186 for a total appropriation of \$874,186 for project WO619 – Disaster Recovery Site for the planning and design of a solution for disaster recovery/data center services.

In January of 2015, IMSD issued a Request for Proposals (RFP) for IT professional services to support IMSD in the successful implementation of this project. IMSD specifically solicited organizations with experience in the creation of a sourcing and vendor strategy for disaster recovery/data center services, development and administration of an RFP for managed services, as well as the execution of transition activities associated with the disaster recovery/data center services. IMSD posted the RFP on the County Internet and six companies submitted proposals in response to the RFP.

Interviews were conducted by IMSD staff with the two top scoring respondents. Excipio Consulting was selected as the most experienced vendor based on the RFP requirements.

A professional service contract with Excipio Consulting in an amount not to exceed \$295,000 was written and reviewed by Corporation Counsel, Risk Management, the Comptroller and the Community Business Development Office. Upon competition of this project, the following deliverables will be met:

- Creation of a sourcing and vendor strategy for data center services and disaster recovery, as well as development of an organizational model supporting this strategy
- Creation and administration of the disaster recovery/data center managed services RFP
- Assistance with vendor selection and contract negotiations with the successful RFP respondent
- Transition and transformation management activities
- Vendor management and governance principles and activities

Recommendation

The Chief Information Officer, IMSD, recommends this professional service agreement be referred to the Committee on Finance, Personnel and Audit. Pursuant to §59.52(31)(b)(1), Stats., the County Executive has approved this agreement for \$295,000 with Excipio Consulting to provide professional services to assist DAS-IMSD with the planning and design of a solution for computing disaster recovery/data center services. This agreement will take effect unless the Committee takes action to reject or affirm it within 14 days of this memorandum.

Fiscal Impact

The total not-to-exceed amount of \$295,000 recommended in this professional service contract with Excipio Consulting has been budgeted in IMSD's 2015 Capital Budget. An appropriation of \$874,186 is budgeted to support Capital Project WO619 – Disaster Recovery Site to cover the cost of this project including this professional service agreement.

Recommended by:



Nicholas Wojciechowski
Chief Technology Officer

Approved by:



Laurie Panella, IMSD
Chief Information Officer

cc: County Executive Chris Abele
Raisa Koltun, Chief of Staff
Supervisor Willie Johnson Jr., Co-Chair, Finance and Audit Committee
Supervisor Theo Lipscomb, Co-Chair, Finance and Audit Committee
Supervisor Jason Haas, Vice-Chair, Finance and Audit Committee
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Teig Whaley-Smith, Director, Department of Administrative Services
Steve Kreklow, Policy, Strategy and Budget Administrator, DAS
Steve Cady, Research & Policy Director, Comptroller's Office
Ayce Chiapetta, Fiscal Analyst, DAS
Janelle Jensen, Committee Clerk, Finance and Audit Committee
Clare O'Brien, Fiscal and Budget Manager, DAS Central Business Office

